

**TUSAYAN TOWN COUNCIL REGULAR MEETING**

PURSUANT TO A.R.S. 38-431.02 & 38-431.03

WEDNESDAY, JUNE 25, 2014 @ 5:00 PM

TUSAYAN TOWN HALL

845 Mustang Drive, Tusayan, AZ 86023

**TUSAYAN TOWN COUNCIL REGULAR MEETING SUMMARIZED MINUTES**

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Bryan called the meeting to order at 5:03 pm and the Pledge of Allegiance was recited.

**2. ROLL CALL**

Upon roll call the following were present:

**MAYOR GREG BRYAN**

**VICE MAYOR AL MONTOYA**

**COUNCILMEMBER BILL FITZGERALD**

**COUNCILMEMBER JOHN RUETER**

**COUNCILMEMBER CRAIG SANDERSON**

Also present: Will Wright, Town Manager

**3. CALL TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

No one came forward with anything.

**4. CEREMONIAL AND/OR INFORMATIONAL MATTERS**

**A. Presentation from Shephard-Wesnitzer Inc. regarding qualifications for Town Engineering Services**

Mr. Guillermo Cortes and Mr. Richard Alldridge of Shepard, Wesnitzer Inc. (SWI) introduced their firm that has five (5) offices in northern Arizona. They made a presentation of the engineering services they offer, emphasizing their experience with projects for municipal governments that show what they could do for Tusayan. At the conclusion of their presentation they received a few questions from the Council. The Mayor wanted to know how they billed for their services. Guillermo explained that they work with the entity from an established fee schedule or can produce a bid for a specific project as they determine the best approach for the municipality. Councilman Fitzgerald wondered how they spread their workload with representing so many municipalities among the five offices with only about 20 employees. Guillermo indicated that not all of the municipalities they represent

have work at the same time so they are able to put people where they are needed depending on their background and engineering expertise as well as to meet project needs for each of the entities.

**9.F. Consideration, discussion, and possible approval of supporting the Coconino County Board of Supervisors request to close the Kaibab National Forest**

The Mayor moved discussion of item 9.F forward at this time to allow Mr. James Simino, Tusayan District Ranger, who he invited, to speak to the Council on Coconino County's letter requesting the closure of the Kaibab National Forest due to extreme fire danger. Mr. Simino indicated that the three supervisors for the Kaibab, Coconino and Yavapai Forests talk weekly about the fire conditions in this region of the State. They are not supportive of entirely closing the forests to the public due to the favorable response this year to current restrictions and all the work/steps it takes to implement the closure process (2 to 3 weeks). He said that they were also hopeful that the monsoon rains would begin within a few weeks which would mitigate the current fire conditions.

**4.B. Presentation from Woodson Engineering and Surveying Inc. regarding qualifications for Town Engineering Services**

Mr. Mark Woodson and Mr. Rick Shuller of Woodson Engineering introduced their firm and made their presentation that indicated their municipal experience and what they had to offer Tusayan in the way of engineering services. The Mayor asked Woodson the same question about their billing approach. Mark explained the company has a negotiated fee schedule that becomes a part of the contract with the town. They could also bid specific projects as they come up that would allow municipalities a better understanding of the budget for that particular project.

Ms. Clarinda Vail asked how a firm can work with both private businesses and the town. Mr. Woodson explained that they can separate within their company to some degree the duties performed for a private business and those needed by the town. Also, there are other engineering companies that they can enlist to assist with certain engineering services for either the business or town to ensure professional integrity on projects.

**5. CONSENT AGENDA**

**A. Minutes of the Town Council Regular Meeting on June 4, 2014**

Vice Mayor Montoya made a motion to approve the minutes of the June 2, 2014 meeting. Councilmember Rueter seconded the motion and the vote was unanimous to approve the June 4<sup>th</sup> minutes.

## **B. Accounts Payable Billings**

Councilmember Fitzgerald asked that the accounts payable be removed from the Consent Agenda. He asked about the Owens Harkey invoice as well as Bill Sims' bill. He wondered if Mr. Sims was still working on Stilo. Manager Wright explained that the Owens Harkey bill was for the name change/branding presentation that Council had approved. Also, Bill Sims did not have any Stilo on his billing as the town and Stilo were now moving forward with the Forest Service application process. Councilman Rueter indicated that he would like the town to expedite the Fire District payables as they were closing out their end-of-year books. Mayor Bryan stated that there was another check for the Fire District to be added to the accounts payable billing for \$3,461.33 and asked for a motion to amend the accounts payables billing list. Councilmember Rueter made a motion to include the additional Fire District billing for \$3,461.33 for the annual cost of Workers Compensation for the two employees the town is supporting. Councilmember Fitzgerald seconded the motion and the vote was unanimous to amend the accounts payable.

Vice Mayor Montoya made a motion to approve the accounts payable billing. Councilmember Sanderson seconded the motion and the vote was unanimous to approve the accounts payable billing for June 25, 2014 as provided in the agenda.

## **6. COMMITTEE REPORTS**

### **A. Update on the Community Park Committee**

Manager Wright stated the Park Committee had not met recently but he was waiting on the Council to approve an engineer in order to proceed with work on the dirt for the fields as well as the CDBG project to put in a restroom facility and the ADA improvements.

### **B. Planning & Zoning Committee**

Mr. Wright indicated that the P&Z Commission had not met in a while and there was no new activity to report.

## **7. INTERVIEW OF JOHN SCHOPPMANN, APPLICANT FOR PLANNING AND ZONING COMMISSION**

The Mayor explained that John had become ill and would not be able to attend tonight's Council meeting. He indicated that he would like to have staff invite him to the July 23, 2014 meeting, which several members of Council agreed.

## **8. PUBLIC HEARING ON FINAL TOWN BUDGET FOR FY2014-2015**

There was no one from the public who expressed interest to speak to the FY2014-2015 final budget.

## **9. ACTION ITEMS**

### **A. Consideration, discussion, and possible approval of Final Town Budget for FY2014-2015**

Mr. Wright reviewed the prior meetings held by the Council on this upcoming year's budget and the many adjustments Council had made, which were now a part of this final budget. He also briefly explained the revenue projections and the estimated expenditures in the coming fiscal year which are about the same as last year's amounts, except for the \$1,200,000 added in for the Water Enterprise Fund. Since this amount is both on the revenue and expense side of the budget ledger then it is from an accounting standpoint neutral.

Councilmember Fitzgerald stated his objection to including this amount in the upcoming budget as it was put in with no planning and the revenue figures had no basis. He made a motion to remove the \$1,200,000 from both the revenue and expenditure side of the budget. The motion died for the lack of a second.

Vice Mayor Montoya made a motion to approve the Final Town Budget for FY 2014-2015. Councilmember Rueter seconded the motion and the vote was four in favor of the FY2014-2015 Final Budget. Councilmember Fitzgerald voted no for the motion.

### **B. Consideration, discussion, and possible appointment of Planning and Zoning Commissioners**

The Mayor noted the need to stagger the terms of the commissioners at this time. He also pointed out the e-mails from the current P&Z members expressing ongoing interest in serving on this commission. He indicated Chairman Rob Gossard was willing to serve for another two years. Vice Mayor Montoya made a motion to reappoint Rob Gossard to a two year term and leave the other two year seat open. Further, he moved to reappoint Clayann Cook, Elizabeth Hearne and Janet Rosener to serve four year terms. Councilmember Rueter seconded the motion and the vote was unanimous for the motion.

**C. Consideration, discussion, and possible approval of starting negotiations for Town Engineering Services**

Manager Wright explained the selection committee was comprised of Councilmembers Fitzgerald and Rueter, Larry Hostetler and himself and had initially leaned toward Woodson based on their Statements of Qualifications. He mentioned he had contacted five references for these firms and found them both to be well qualified to serve as the town's engineer. However, he had not seen anything to change his mind that Woodson would do a good job and recommended that the Council authorize him to negotiate with Woodson for engineering services. Councilmember Fitzgerald agreed that both companies were qualified but felt SWI had given a better presentation.

Vice Mayor Montoya made a motion to authorize the manager to negotiate with Woodson Engineering for their services. Councilmember Rueter seconded the motion and the vote was unanimous for the motion.

**D. Consideration, discussion, and possible approval of payment to ADOT for water leak issue**

The Mayor stated there had been discussions with ADOT as the Council had directed at their last meeting. ADOT representatives agreed that they had some responsibility and indicated that they'd split the costs with the town for the leak, including the sewer charges. This would mean the town pays \$3,347.65 for the leak.

Councilmember Sanderson made a motion for the town to remit \$3,347.65 to ADOT for the water and sewer charges associated with the water leak. Councilmember Rueter seconded the motion and the vote carried unanimously for the motion.

**E. Consideration, discussion, and possible approval of funding a traffic control plan and service for the July 4<sup>th</sup> Celebration Parade**

Ms. Clarinda Vail, representing the Grand Canyon Chamber and Visitors Bureau, spoke to their efforts to have everything paid for so that the Chamber would be in a position to receive funding from the work of putting on this celebration. This will be the 36<sup>th</sup> year of this annual July 4<sup>th</sup> celebration. The bid of \$2,513.76 from Southwest Barricades would allow the Chamber to reach their financial goal with this celebration. Councilmember Sanderson asked if this was an expense for past years. Ms. Vail indicated that ADOT requires this traffic safety plan with the installation of the two roundabouts on each end of town.

Councilmember Sanderson made a motion to approve funding of \$2,513.76 to the Chamber for the traffic control plan and service for the 4<sup>th</sup> of July celebration.

Councilmember Rueter seconded the motion and the vote was unanimous for the motion.

**F. Consideration, discussion, and possible approval of supporting the Coconino County Board of Supervisors request to close the Kaibab National Forest**

Mayor Bryan reviewed the letter from the Coconino Board of Supervisors asking the town to support their call for the closure of the Kaibab National Forest due to extreme fire conditions. Councilmember Rueter indicated that the remarks of James Simino earlier regarding the Forest's stand on this matter and what it takes to close a forest to the public coupled with the fact that the town follows the Forest Service lead regarding fire restrictions, suggests that this request may be premature and he would want the Forest Service support for this type of action. No action was taken by the Council at this time regarding the County's request to support closure of the national forest.

**G. Consideration, discussion, and possible approval of scheduling a joint Council and Coconino County Board of Supervisors meeting on September 30, 2014**

Manager Wright explained the County's request to have a joint meeting and said the Board may meet as early as 3 pm to conduct their business then would like to join with the Tusayan Council to review areas of mutual concern as well as give/receive updates on what is occurring in each of the jurisdictions. Councilmember Sanderson indicated that the regularly scheduled Council meeting was to be the next day on October 1, 2014 and wondered how the Council wanted to handle it.

Councilmember Sanderson made a motion to approve having a joint meeting with the Coconino Board of Supervisors on September 30<sup>th</sup> at 5 pm and to see if there is a need to have a brief Council meeting following this joint meeting then cancel the October 1, 2014 regularly scheduled Council meeting. Vice Mayor Montoya seconded the motion and the vote was unanimous for the motion.

**10. DISCUSSION ITEMS**

**A. Update on landscaping along ADOT improvements**

Manager Wright referenced the letter sent to ADOT regarding this Highway 64 improvement project and some of the concerns being experienced with this project, specifically, the issue with the weeds and what the town was going to do about them. Further, he stated that there had been multiple leaks found in the sprinkler system so far with the prospect of ongoing problems because of how the pipe had been installed and with damage caused to the system with the construction of the bus shelters.

Mr. Wright indicated that he has not received a response from ADOT on this letter and said that he felt these improvements were going to require a lot of attention to bring the landscaping and system up to an acceptable condition for the town. Someone had been hired today to help with the weeding and he was hopeful that others might apply.

#### **B. Update on crosswalk improvement status**

Mr. Wright indicated the town had submitted several encroachment permits applications for the safety improvements of the crosswalks and would follow up early next week. Mayor Bryan asked Mr. Wright to follow up with Warren Sutphen of ADOT sooner to see about the crosswalk improvement permits.

#### **C. Discussion of sidewalk artwork**

Mayor Bryan passed around some pictures of Santa Fe, NM that he'd taken on a recent trip showing the artwork and downtown improvements. The Mayor indicated he simply wanted to initiate discussion on what, if anything, the Council may want to do regarding improving the downtown area. Councilmember Rueter stated that the Hoop Dancer statute appealed to him. Vice Mayor Montoya said he'd like to incorporate history into any downtown art, which Councilmember Rueter agreed. Councilmember Fitzgerald said he had heard residents talk about a need for the town to do something for them

### **11. MANAGER'S REPORT**

Mr. Wright indicated the report was in the Councilmembers' packets and there were a few items he wanted to highlight, namely:

- 1) Cristina Cartin was hired to replace Irina as the town's bookkeeper and she is planning to attend the next Council meeting in order to meet the members of the Council
- 2) J2 Engineering was planning to attend the July 23<sup>rd</sup> Council meeting to present the results of their drainage study
- 3) the League of Cities and Towns would be presenting the Legislative Update tomorrow evening at 6:30 pm at the Williams town hall.

### **12. FUTURE AGENDA ITEMS**

Mayor Bryan reviewed future agenda items and with Council input added:

- John Schoppmann would be invited to attend the July 23, 2014 Council meeting
- J2 Engineering to present their report at the July 23<sup>rd</sup> meeting
- Councilmember Fitzgerald would like an update on the commercial lease taxes for the town

- Mayor Bryan also indicated that he would like a status update on ADOT requests for the crosswalk improvements and said if a special meeting is needed then they could come together to move this project forward.

### 13. COUNCIL MEMBERS' REPORTS

There were no reports by the Council at this time.

### 14. MAYOR'S REPORT

Mayor Bryan noted that there is a NACOG meeting tomorrow in Flagstaff and Councilmember Rueter would be attending with him. CPWAC is also having a meeting this Friday that he'd be attending.

### 15. MOTION TO ADJOURN

Vice Mayor Montoya made a motion to adjourn at 8:00 pm. Councilmember Sanderson seconded the motion and the vote was unanimous for adjournment.

ATTEST:

Melissa M. Drake  
Melissa M. Drake, Town Clerk

Greg Bryan, Mayor

7/23/14  
Date

### CERTIFICATION

State of Arizona )  
Coconino County ) ss.

I, Will Wright, do hereby certify that I am the Town Manager of the Town of Tusayan, County of Coconino, State of Arizona, and that the above minutes are a true and correct summary of the meeting of the Council of the Town of Tusayan held on June 25, 2014.  
I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 30<sup>th</sup> day of June, 2014

Will Wright  
Town Manager